



# WASHOE COUNTY

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CM/ACM KS  
Finance DN  
DA N/A  
Risk Mgt. N/A  
HR N/A  
Comptroller MS

## STAFF REPORT

BOARD MEETING DATE: October 13, 2015

**DATE:** September 18, 2015  
**TO:** Board of County Commissioners  
**FROM:** Bill Wardell, Project Coordinator, Engineering and Capital Projects  
Community Services Department, 328-3636, [wwardell@washoecounty.us](mailto:wwardell@washoecounty.us)  
**THROUGH:** Dwayne Smith, P.E., Division Director, Engineering and Capital Projects,  
Community Services Department, 328-2043, [desmith@washoecounty.us](mailto:desmith@washoecounty.us)  
**SUBJECT:** Approve Change Order #1 for the Building A – West End Remodel and  
Mechanical Upgrades Project [\$28,113.55] for a total project cost of  
\$412,923.55. (Commission District 3.)

### SUMMARY

On April 14, 2015 the Board approved a construction contract in the amount of \$384,810.00 with Sullivan Structures, LLC for the remodel and mechanical upgrade project for Building A, Community Services Department Office area.

To meet certain scheduled goals, including the vacating of the Energy Way building, Washoe County pre-purchased mechanical equipment components with long delivery times that had been originally included in the Sullivan Structures contract. This was done through a deductive change order process in the amount of \$49,094.53. While this was a reduction to the Sullivan Structures, LLC contract it is still recognized as a part of the project and did not reduce the overall project costs. Subsequently a purchase order for Sullivan Structures, LLC was requested on April 20, 2015 in the amount of \$335,715.47 which reflected the adjusted amount of the contract award after the mechanical component deductions.

This request recognizes the Washoe County policy requiring Board approval of any change to a project budget which results in costs increases exceeding \$25,000.00 or 5%, whichever is greater, of the original approved budget.

Washoe County Strategic Objective supported by this item: Safe, secure and healthy communities.

### PREVIOUS ACTION

On April 14, 2015, the Board of County Commissioners awarded a bid to Sullivan Structures, LLC in the amount of \$384,810 for the Building A – West End Remodel and Mechanical Upgrades Project.

AGENDA ITEM # 503

**BACKGROUND**

The approved project included a remodel and improvements to the west end of Building A of the Washoe County Complex located at 1001 E. 9<sup>th</sup> Street. The remodel was required as a result of the December 31, 2014 merger of the Washoe County Water Utility and the Truckee Meadows Water Authority.

The remodel accommodated the relocation of 25 staff members from the utility services building located at 4930 Energy Way to the west end of Building A at the County Complex. The project consisted of the selective demolition and subsequent reconstruction of interior partitions to create new centralized offices for staff and erection of systems furniture panels reused from various areas adjacent to the south and west side windows.

The relocation moved the sewer, reclaim and stormwater customer service functions as well as finance, engineering and Western Regional Water Commission functions to the main County complex. Relocation of these functions increased the ability to share resources and personnel while also reducing lease space costs associated with the Energy Way building. The total construction schedule encompassed approximately 50 working days.

Taking advantage of this remodel project, older and inefficient mechanical (heating, cooling and ventilation) systems and ducting in that portion of Building A have been upgraded or replaced to provide a higher level of service and reliability. Existing capital facilities funds will be used for this part of the project.

**FISCAL IMPACT**

Budget authority and funding for Change Order #1 will come from cost center 664950 account 711502 (sewer).

**RECOMMENDATION**

It is recommended that the Board of County Commissioners approve Change Order #1 for the Building A – West End Remodel and Mechanical Upgrades Project [\$28,113.55] for a total project cost of \$412,923.55.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve Change Order #1 for the Building A – West End Remodel and Mechanical Upgrades Project [\$28,113.55] for a total project cost of \$412,923.55."

# SULLIVAN STRUCTURES

1325 Dunbar Circle  
 Washoe Valley, NV 89704  
 775-849-0220

**Bill To:**

Bill Wardell  
 037-CO#1  
 Washoe County Public Works  
 1001 East 9<sup>th</sup> st  
 Reno, NV 89520

Date: 7/28/15

Invoice #: 11-0038-

P.O. #:PO924834

Vendor #:

Lic. # 0074914

Bid Limit \$700,000

Project: WCPW – Community Services Department Remodel and Mechanical Upgrade Change Order #1

## Change Order #1 Invoice

Original Purchase Order 35500019706

335,715.47

CHANGE ORDER #1	Subcontracted	5%	Subtotal	Total
Anchor Door/ Hardware - 2 HM Door Frames- 1 Window Frame	630.28	31.51	661.79	336,377.26
Century Glass - Additional Window Glass/Labor	236.00	11.80	247.80	336,625.06
Contract Flooring - Additional Carpet Labor	3,240.00	162	3,402.00	340,027.06
Electrical Solutions - Added Data Stubs	3,190.00	159.5	3,349.50	343,376.56
Electrical Solutions - Exit Lighting	2,650.00	132.5	2,782.50	346,159.06
Future Fire Sprinkler - Fire Sprinkler Permit Plan	921.00	46.05	967.05	347,126.11
Future Fire Sprinkler - Five Sprinkler Heads Relocated	1,078.38	53.92	1,132.30	348,258.41
Gore Painting - Complete Painting of TI Build out	8,961.00	448.05	9,409.05	357,667.46
Gore Drywall - Perimeter Wires	536.25	26.81	563.06	358,230.52
Gore Drywall - Grid Seismic Backbracing	380.00	19	399.00	358,629.52
Gore Drywall - Data Conduit Chases	785.00	39.25	824.25	359,453.77
	Self			
	Performed	10%	Subtotal	Total
Sullivan Structures - Additional HM Frame Labor	350.00	35.00	385.00	359,838.77
Sullivan Structures - Glass Wall Relocation Labor	900.00	90.00	990.00	360,828.77
Sullivan Structures - Supervision Labor	1,947.50	194.75	2,142.25	362,971.02
Sullivan Structures - Office Labor	330.00	33	363.00	363,334.02
Sullivan Structures - Project Management	450.00	45	495.00	363,829.02

	<b>Total</b>		\$26,585.41	1,528.14	28,113.55	363,829.02
Percentage Complete		100%				
Amount Complete 7-28-15		100%			<b>28,113.55</b>	
	<b>Amount Due this Billing</b>		<b>\$28,113.55</b>			

If you have any questions, please contact me at 775-849-0220.

Thank you for letting Sullivan Structures be "Your Constructive Solution".

Yours truly,

*Tawnylynn Sullivan*

Tawnylynn Sullivan  
 President/ Managing Member